

Idaho Strategic Prevention Framework State Incentive Grant (SPF SIG) Community Outcomes Guidance Manual

March
2017



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Community Outcomes Overview

The purpose of this document is to provide guidance to grantees receiving Idaho's Strategic Prevention Framework State Incentive Grant (SPF SIG) on identifying and submitting appropriate data for use in the cross-site evaluation of Idaho's SPF SIG.

Who is RMC Research?

RMC Research Corporation is the contractor selected by Idaho's Office of Drug Policy (ODP) to conduct the cross-site evaluation of Idaho's SPF SIG. Grantees will submit data to RMC Research and RMC Research will provide training and technical assistance to grantees on data collection and data submission issues.

What Is the Purpose of Community Outcome Data?

The purpose of Community Outcomes data is to:

- Provide the evaluation team data to demonstrate the effectiveness of the SPF SIG program in producing population-level change; and
- Reflect changes in the consumption, consequence, and intervening variables expected to be influenced by SPF SIG programming at the community level that can be used to help track community progress and identify future intervention priorities.

What are Community Outcome Data?

There are 3 types of Community Outcome data: **consumption** data, **intervening** variables, and **consequence** data.

Consumption data are measures that assess current or lifetime **substance use**. Examples of consumption data include:

- 30-day alcohol
- 30-day prescription drug use
- Lifetime marijuana use.

Intervening variables are measures that assess substance use **predictors**. Although strategic plans typically prioritize consumption or consequence outcomes, intervening variables may show change more swiftly than consumption or consequence measures. Examples of intervening variables include:

- Perceived risk or harm of use
- Perception of parental disapproval or attitude
- Perception of peer disapproval or attitude
- Ease of access to substances.

Consequence data are measures that assess substance use **impact**. Examples of consequence data include:

- Substance-related school suspensions and expulsions
- Substance-related traffic crashes, injuries, crime
- Substance-related ER visits

Do You Need to Submit Community Outcome Data?

Grantees only need to submit Community Outcome data that is collected at the local level. RMC Research will obtain any data that is collected at the state level including:

- Idaho Youth Prevention Survey (IYPS)
- Idaho System for Educational Excellence (ISEE)
- Fatality Analysis Reporting System (FARS; e.g., traffic fatality data)
- Uniform Crime Report (UCR; e.g., arrest data)
- National Incident-Based Reporting System (NIBRS; e.g., arrest data)

Grantees that have locally collected data available should submit those Community Outcome data using the processes described in this manual. Examples of such data include:

- Local survey data such as the PRIDE or Communities That Care surveys
- Local school data
- Local hospitalization or emergency department data
- Local law enforcement data

Grantees that do not have any local survey or administrative data available do not need to submit any Community Outcome data using the processes described in this manual.

What Data Should Be Reported?

Grantees should report available local outcomes **for each goal**. For example, if your goals are to reduce underage alcohol use *and* reduce underage prescription drug use, you should submit outcomes related to both underage alcohol use and youth prescription drug use. If your goal is to reduce prescription drug use only, you only need to submit outcomes related to prescription drug use.

- For **each goal**, grantees should submit any available local data that address:
 - A **consumption** outcome (e.g., **past 30-day alcohol use**).
 - A **perception of risk of use** outcome (an **intervening** variable).
 - Any other outcomes related to your objectives for which you have data available. Examples include other **intervening** variables (e.g., **ease of access**) or **consequence** outcomes (e.g., **school suspension data, hospitalization data**).

There are two types of data that can be reported: **Survey data** and **Administrative data**. There are separate data submission tools for each of these types of data, which are explained below.

Survey Data

Survey data is the data source for most **consumption** outcomes and **intervening** variables. Examples of survey data that may be used include Youth Risk Behavior Surveillance System (YRBSS), Communities That Care, PRIDE, Behavioral Risk Factor Surveillance System (BRFSS), and state-specific or community-specific surveys.

Grantees do not need to report data from the Idaho Youth Prevention Survey (IYPS) as RMC Research will obtain that data for the whole state.

Administrative Data

Administrative data is the data source for most **consequence** variables. Examples of administrative data that may be used include school expulsion/suspension data (from Idaho System for Educational Excellence data), hospitalization data, local law enforcement data, and data from other local/community agency reporting systems.

Grantees do not need to report FARS, UCR, or NIBRS data as RMC Research will obtain this data for the geographic area that is served by all grantees.

What if I Only Have ISEE, IYPS, FARS, UCR, or NIBRS data?

As stated above, grantees do not have to provide ISEE, IYPS, FARS, UCR, or NIBRS data as RMC Research will obtain those data for all grantees. If these are the only data sources that you have that include data for the required and optional outcomes, you do not need to submit any data using the Local Community Outcome Data submission process.

For What Time Period Should Data Be Submitted?

Baseline Data

Grantees should submit data **starting with the year *before* you received SPF SIG funding from Idaho**. This will be considered *baseline* data. The following table shows the typical baseline time frames for survey and administrative data for the two cohorts.

Cohort	Date Funded	Survey Baseline Data Collection Time Frame	Administrative Baseline Data Collection Time Frame
Cohort 1	August 2014	June 2013 – July 2014	January 2013 – December 2013
Cohort 2	August 2015	June 2014 – July 2015	January 2014 – December 2014

You may not have baseline data available for all outcomes. Please provide as much data as you have available starting with the year ***before*** funding began.

Follow-up Data

Grantees should continue to submit data annually throughout your funding period. These data will be considered *follow-up* data. If data are collected less frequently than annually (e.g., surveys administered every other year), submit data as frequently as possible.

For survey data, follow-up data points are ideally collected at least 11 months after the previous data collection. Follow-up administrative data ideally reflect the complete year after the previous data point was collected.

What Is the Process for Submitting Community Outcome Data?

Where Are Data Entered?

Grantees will submit their Community Outcome Data in two Excel spreadsheets prepared by the RMC Research evaluation team.

The **Community Outcomes Survey Data Submission Spreadsheet** is for submitting **survey data**.

The **Community Outcomes Administrative Data Submission Spreadsheet** is for submitting **administrative data**.

RMC Research will email the two Community Outcomes spreadsheets to each grantee. If you have not received the spreadsheets contact Erin Stack at RMC Research (estack@rmcres.com). You can also locate them here: <https://prevention.odp.idaho.gov/spf-grant-manual-forms/>

How Is Data Entered?

Each of the two spreadsheets contains an Instructions tab, an Outcome List tab, and 10 Outcome tabs (e.g., Outcome 1, Outcome 2, etc). In the Outcome List tab, you should enter a brief description of each outcome that you plan to report. This will help you remember which outcome you entered as “Outcome

1”, which you entered as “Outcome 2”, etc, when you are entering follow-up data. Each outcome should be reported in its own tab (i.e., Outcome 1, etc).

Entering Data for Each Time Point

In each outcome tab, the first column contains the name of the data elements you will enter and the second column contains instructions related to each data element. The next 5 columns are where data should be entered for each of the time points (i.e., baseline data, follow-up data time point 1, follow-up data time point 2, etc). These columns are labeled *Time 1*, *Time 2*, etc. Baseline data should be entered in the *Time 1* column. If you do not have baseline data, you can enter the first follow-up time point in the *Time 1* column. There are columns to enter up to 5 time points. If you have fewer than 5 time points, leave the additional time point columns blank. If you have more than 5 time points, contact Erin Stack at RMC Research (estack@rmcres.com).

Data Validation and Dropdown Lists

Data validation checks are built into most of the cells where numeric data (including dates) are expected. If you enter data in the incorrect format for a specific data element, a warning message will appear and you will need to reenter the data in the correct format. Many of the cells contain dropdown lists from which you will select the appropriate answer.

Skip Patterns

The spreadsheets do not contain automatic skip patterns, so be sure to read instructions related to skip patterns carefully. For example, in row 14 of the [Community Outcomes Survey Data Submission Spreadsheet](#) you are asked to indicate whether the survey population was defined by age or grade level. The questions you need to answer in rows 15-18 depend on your response to that item. If you enter Age, you need to answer the age related questions in rows 15-16. If you enter Grade, you need to answer the grade related questions in rows 17-18.

Reporting Data by Grade or Age Group

If you have data for separate grades or age groups, you should report them as separate outcomes whenever possible. For example, if a survey of high school drinking was administered to grades 9 and 11 and you're reporting on 30-day alcohol use, 30-day alcohol use by 9th graders should be reported as one outcome and 30-day alcohol use by 11th graders should be reported as another outcome.

Who Is Responsible?

Each grantee is expected to identify a staff member who is responsible for entering the data and submitting it to RMC Research. Grantees typically select their project evaluator to fill this role.

How is Data Submitted?

Grantees should email their completed Community Outcomes spreadsheets to Erin Stack at RMC Research (estack@rmcres.com).

When Are the Baseline and Follow-up Community Outcome Data Due?

Data Submission Deadline

The data submission deadline for Community Outcome Data using the Community Outcome Data Submission Spreadsheets is **June 1 of each funding year**. Grantees that anticipate challenges meeting the deadline or if you expect you'll get additional outcome data after June 1, are asked to contact Erin Stack at RMC Research (estack@rmcres.com).

What Happens After the Data Are Submitted?

RMC Research will process the Community Outcome Data submitted by all grantees. If any data appears to be inconsistent, incomplete, or missing, RMC will communicate with the grantee to resolve the data issue(s).

Resolving Community Outcomes Reporting Problems

What if I Don't Have Data for All of the Required Outcomes

Please try to enter as much data as you have available. We understand that you may be entering data from several years ago and it might be difficult to find information for some items (e.g., Start Date for Strategies Related to this Priority). We encourage you to enter estimates if they are available. Your data are much more useful when complete.

What if a Data Source Does Not Match the Community's Target Area?

An example of this problem is an administrative data source that provides results at a county level, but a particular grantee represents communities within counties. Community outcome data are intended to represent the areas served/reached by SPF SIG implementation and interventions. Grantees are strongly encouraged to explore other data sources that more accurately represent the targeted area. If none exist, grantees should contact Erin Stack at RMC Research (estack@rmcres.com) for guidance.

What if We Have Confidentiality Concerns Related to Providing Data for Communities with Very Small Sample Sizes?

Community Outcomes results are reported in aggregate for cross-site evaluation purposes. That is, your data will be combined with those of other grantees and these aggregate data will be reported in the Annual Aggregate SPF/SABG Statewide Evaluation Report. Each year you will also receive an Annual Coalition Evaluation Report that will include the data you've reported to RMC Research to help you track outcomes. These same outcomes will be reported to ODP in the annual Cross-site Evaluation Report. If you have confidentiality concerns relating to very small sample sizes in your community, contact Erin Stack at RMC Research (estack@rmcres.com).

What if We Have Questions About What Data to Submit or How to Submit it?

Grantees should contact Erin Stack at RMC Research (estack@rmcres.com) with any questions about submitting local Community Outcome Data.

Community Outcome Data Elements

Exhibit 1 provides detailed explanations and example text or drop-down values for each field in the Community Outcomes Survey Data Submission Spreadsheet. Exhibit 2 provides this information for the Community Outcomes Administrative Data Submission Spreadsheet. Use these tables to help you understand the Community Outcome data fields in preparation for entering data.

Exhibit 1. Community Outcomes Survey Data Submission Spreadsheet

Data Element	Explanation	Example (or Drop-down Options)
Outcome	The outcome that is being reported.	Drop-down list options: 30-day use, Perceived risk/harm of use, Disapproval of substance use, Other
Other Outcome	If "Other" was selected above, use this field to describe the outcome you are reporting in this record.	"Ease of obtaining alcohol"
Data Source Type	All records in the Survey tool should be Survey Data.	Survey Data <i>This field is pre-populated.</i>
Survey Type	Report the type of survey from which the outcome was obtained.	Drop-down list options: Youth school-based survey, Youth community survey, Adult community survey, College student survey
Survey Name	Report the specific name of the survey.	"Lincoln School District Youth Survey"
Data Collection Date	Indicate the month and year in which the survey was conducted.	"04/2013"
Start Date for Strategies Related to this Outcome	Indicate the month and year strategies related to this outcome were first implemented in this community.	"08/2014"
Measure: Source Item (Exact Wording)	Indicate for which survey item you are reporting data. Type out the source item verbatim, exactly as it appears on the survey instrument.	"During the past 30 days, on how many days did you have at least one drink of alcohol?"
Measure: Response Options (exact wording)	Enter the response options for the survey item used for this measure. Type out the entire set of response options verbatim, exactly as they appear on the survey instrument.	"0 days, 1-2 days, 3-5 days, 6-9 days, 10-19 days, 20-29 days, 30 days"
Population from which survey sample is drawn	Describe the population that the survey was designed to represent	"Public school students in grade 9 attending school in County X"

for this measure.

Population age or grade	Indicate whether the survey population was defined by age or grade level.	Drop-down list options: Grade, Age
Survey population age range minimum	If the survey population was defined by age, insert the lower bound for the age range for the population represented by the survey.	"18"
Survey population age range maximum	If the survey population was defined by age, insert the upper bound for the age range for the population represented by the survey.	"25"
Survey population grade	If survey population was defined by grade, select the grade from the drop-down list.	Drop-down list options: Kindergarten 1 st ... 12 th Other
Survey population grade other	If "Other" was selected above, please use this field to describe the population grade(s).	"Grades 9 and 11"
Sampling strategy	Indicate what type of sampling was used for the survey.	Drop-down list options: Full census, Convenience sample, Randomly selected sample, Stratified random sample, Targeted or purposive sample, Not sure, Other
Specify other sampling strategy	If "Other" is selected for Sampling Strategy, describe the sampling strategy here.	
Other characteristics of sample	Other pertinent descriptors of the sample that was surveyed.	"Latino students only"
Number in population	Enter the number of persons in the population from which the survey is drawn.	If the population is grade 9 students in County X, indicate the total number of grade 9 students in County X. e.g., 1657
Number of potential respondents	This pertains to the number of persons who were drawn for the survey sample, or the number of persons who were recruited for participation in the survey. Note that if a full census sampling strategy was used, the Number of potential respondents would be the same as the Number of the population.	If a random sample of grade 9 classrooms at all of the districts in County X was selected to do the survey, the number of potential survey respondents would be the number of students in those grade 9 classrooms that were selected. e.g., 745 out of the total 1,657

Number of actual respondents	This pertains to the number of persons who actually participated in the survey.	If 745 students were selected to complete the survey, but only 471 actually completed it, the Number of actual respondents is 471.
Survey sample or respondent comments or concerns	Please comment on the information provided in the above fields related to the survey sample and/or survey respondents. Please indicate any concerns you may have about representativeness or response rates.	
Reported outcome for survey data	Provide a description of the specific outcome you will be reporting for this measure. Note that all data should be reported as percentages.	"Percent of grade 9 students who used alcohol in the past 30 days."
Calculated percentage	Enter your actual numeric result. Note that all data should be reported as percentages.	Enter 23.20 to indicate that 23.20% of the targeted population used alcohol in the past 30 days.
Validity comments or concerns	Provide any comments or concerns about whether the data accurately represent what is actually happening in the target population.	
Other comments	Provide any comments you feel may be helpful in understanding the data and information you have provided.	

Exhibit 2. Community Outcomes Administrative Data Submission Spreadsheet

Data Element	Explanation	Example (or Drop-down Options)
Service Area	Enter the geographic service area in which your coalition is implementing strategies.	Enter the specific county(s) or zip code(s).
Outcome	The outcome that is being reported.	Drop-down list options: ATOD-related suspensions/expulsions, Local hospital data, Emergency room data, Local law enforcement data, Other
Other Outcome	If "Other" was selected above, use this field to describe the outcome you are reporting in this record.	"Idaho Department of Juvenile Corrections"

Data Source Type	All records in the Survey tool should be Administrative Data.	Administrative Data <i>This field is pre-populated.</i>
Administrative Data Type	Choose the type of administrative data from the drop-down list.	Drop-down list options: State/grantee agency data source, Local/community agency data source, Other
Administrative Data Name	List the specific name of the administrative data source in this field.	"Emergency Department data"
Data Source Time Frame Begin Date	Indicate the beginning of the time frame during which data for this measure were collected.	"1/1/2015"
Data Source Time Frame End Date	Indicate the end of time frame during which data for this measure were collected .	"12/31/2015"
Start Date for Strategies Related to this Priority	Indicate the month and year strategies related to this outcome were first implemented in this community.	"08/2014"
Administrative Data Definition	Define the incident or event that comprises the operationalization of this indicator.	"Rate per 100,000 population of Emergency Department encounters due to prescription drug use among youth age 18 and under in County X."
Measure Calculation	Provide a description of how you will calculate the measure, specifying all elements of the equation including numerators, denominators, divisors and multipliers.	"The number of emergency department encounters due to prescription drug use among youth age 18 and under divided by the total population of people age 18 and under in County X multiplied by 100,000."
Measure Comments	Enter any explanatory comments needed to clarify any of the information provided in the field related to Measure.	
Population on which administrative data is based	Describe the population that the administrative data were designed to represent for this measure.	If the administrative data definition is "Rate per 100,000 population of Emergency Department encounters due to prescription drug use among youth age 18 and under in County X," then the description of the population would be "total number of people age 18 and under in County X," then the description of the population would be "total number of people age 18 and under in County X."
Number in population for administrative data	Enter the number of persons in the population from which the administrative data were drawn.	In the example above, the N of the population would be the total number of people age 18 and under in County X. e.g. 3,561

Population age or grade	Indicate whether the administrative data population was defined by age or grade level.	Drop-down list options: Grade, Age
Administrative data Census population age range minimum	Insert the lower bound for the age range of the population specified.	If the outcome is "Rate per 100,000 population of Emergency Department encounters due to prescription drug use among youth age 18 and under in County X", the minimum would be 0. If you entered "grade" in row 18, leave this row blank.
Administrative data Census population age range maximum	Insert the lower bound for the age range of the population specified.	If the outcome is "Rate per 100,000 population of Emergency Department encounters due to prescription drug use among youth age 18 and under in County X", the maximum would be 18. If you entered "grade" in row 18, leave this row blank.
Population grade	If administrative data population was defined by grade, select the grade from the drop-down list (e.g., grade 9).	Drop-down list options: Kindergarten 1 st ... 12 th Other
Population grade other	If "other" was selected above please use this field to describe the population grade(s).	"Grades 9 thru 12"
Number of incidents	Enter the number of times the incident being reported in this outcome occurred in the community.	If 96 people age 18 and under in County X had an Emergency Department encounter due to prescription drug use, enter 96.
Denominator value	Indicate the numeric value of the denominator for this reported outcom.	"3,561"
Calculated Value	Enter the actual numeric result.	Enter your actual numeric result. For example, you may enter "2695" to indicate that the Rate per 100,000 population of Emergency Department encounters due to prescription drug use among youth age 18 and under in County X $[(96/3561)*100,000]$.
Value type	From the drop-down list, choose the type of number you reported in the calculated value field.	Drop-down list options: Frequency/count, Percentage, Rate per 1,000, Rate per 10,000, Rate per 100,000, Other
Other value type	If "Other" was selected for value type, use this field to report the other type of value you reported	

in the calculated value field.

Validity comments or concerns

Provide any comments or concerns about whether the administrative data accurately represent what is actually happening in the target population.